



1980

SAINT
MICHAEL'S
COLLEGE
GRADUATE
CATALOG

WHY SAINT MICHAEL'S?

BECAUSE . . .

Saint Michael's is a Catholic college with graduate studies that welcomes men and women of every faith and background. We believe there are additional truths about human existence . . . beliefs that make us different from public colleges and universities.

BECAUSE . . .

Saint Michael's atmosphere, small size and location all contribute to close, permanent relationships between your fellow students and your professors. Most students develop continuing friendships with fellow students and faculty members.

BECAUSE . . .

Saint Michael's is accredited by the New England Association of Colleges and Secondary Schools. Saint Michael's College has been a member in good standing of the North American Association of Summer Sessions since 1964. During 1977, the college was granted institutional membership in the Association for Continuing Higher Education.

BECAUSE . . .

The College has excellent recreational facilities, including a pool with 1- and 3-meter diving boards, indoor tennis court, basketball courts, field hockey field, baseball diamond, soccer and football fields, outdoor tennis courts and new dressing rooms for women and for men. Close by are golf courses and indoor hockey arenas.

BECAUSE . . .

Location is important. Saint Michael's is blessed with an extraordinary location. Vermont is a clean, clear state and Vermonters care deeply about their environment.

The college's campus is located in the cultural, educational, shopping and business center of Vermont, about three miles from the City of Burlington and within a suburban-rural county area of 100,000 residents. Within a few minutes are the University of Vermont, Trinity College, and Champlain Junior College. Not far away Lake Champlain is in sight of some of the greatest ski areas, cross-country ski trails and hiking, backpacking areas in the East.

STATEMENT OF MISSION

Saint Michael's College is a private liberal arts college founded in 1903 and sponsored by the Society of Saint Edmund, a community of Catholic priests and brothers. Christian commitment within this distinctive Edmundite heritage gives form to campus community life. That guiding commitment helps all members of the College grow in wisdom with knowledge and prudence. It permeates creative programs of study that strive to integrate reason and learning with prayerful faith, hope, and love.

The College, moreover, stands ready to enter into dialogue and collaboration with all who share its love of truth. It respects those of other beliefs and convictions, welcoming their contributions in the common pursuit of truth, goodness, and justice.

The mission of Saint Michael's College, therefore, is to provide a liberal education in the light of the Catholic faith and its developing tradition. Thus the College encourages its students to value both human life and learning, but also to cherish transcendental realities. It helps them investigate and evaluate all aspects of existence — creation, the person, society — in relation to those realities and especially in relation to God.

Further, based on its commitment, the College firmly adheres to a foundation of integral values that both inform decision making and direct unselfish action. It guides its students toward orderly participation in the Catholic social endeavor. Such endeavor prepares each person for what he or she must be and must do in order to fulfill human nature and to attain the final goal for which all persons were created. Thus the College promotes a true sense of personal and professional vocation pervaded by the Christian spirit of freedom and charity. It fosters a fruitful, virtuous, and happy lifetime enhanced by intellectual, moral, and civic excellence.

Finally, the entire Saint Michael's College Community challenges itself to envision, with ever-present newness and joy, the wonder and beauty of being, of what might be.

GRADUATE PROCEDURES

DEGREE REQUIREMENTS

To earn a Master's degree a student must:

1. Have a bachelor's degree or equivalent.
2. Follow the general procedures outlined below.
3. Complete all requirements of a degree program.
4. Maintain an overall quality grade point average of 3.0.
5. File an "Intent to Graduate" form with the Department Chairperson four weeks prior to anticipated completion date.

ADMISSION

Students who wish to be admitted to graduate courses, must complete an application form and file it and all supporting documents with the appropriate Graduate Department Chairperson. Registration is usually permitted only upon completion of the admission procedure.

REGISTRATION

Students may register for courses after obtaining approval from their faculty advisor or department Chairperson. Registration, course changes, withdrawals and program termination must also be processed through the appropriate Department Chairperson. Students who are undertaking courses by Independent Study must register with the Graduate Office before beginning the study in order to receive proper credit. Payment must be made at time of registration.

CANDIDACY

Students are to file a formal plan of studies, indicating the various courses or areas of study that will constitute their degree program. Each graduate department determines when requests for candidacy will be considered. It is to be granted or denied before the completion of 18 hours of graduate study. Each department reviews applica-

tions for candidacy to insure that the quality of work is of sufficient calibre to indicate promise of successful completion of the degree program. Admission to candidacy must be approved by the program chairperson. Any student who fails to make formal application for candidacy risks losing credit for all courses taken beyond the first twelve (12) credits of graduate study.

TRANSFER OF CREDITS

When applying for candidacy, students may request the transfer of credits for graduate study completed at another accredited institution. With the approval of the Department Chairperson, a maximum of six (6) graduate credits may be accepted.

The only course credits considered for transfer will be those which are applicable to the student's program and in which a grade of B or better was attained. The Statute of Limitations will apply to the transfer of credits.

COMPREHENSIVE EXAM

The format and time within the program for the Comprehensive Examination are determined by the procedures established within each Degree program. Students will obtain this information from their respective Department Chairperson.

DEGREE GRANTING DATES

Degrees are awarded in the months of May, August and December of each year. There is one formal convocation ceremony which is held in the month of May of each year.

GRADUATE COURSES

Graduate courses are numbered 500, 501, etc. Grades are reported and recorded by letters which have the following quality point values:

A-4, B+ -3.5, B -3.0, C+ -2.5, C -2.0, F-0

Only courses for which a grade of C or higher is reported will be credited toward a Master's Degree. No more than two (2) courses with a grade of C will be credited toward a Master's degree. A student must have a general quality point average of at least 3.0 in order to qualify for a degree.

Students who withdraw from a course during the 1st half of the semester will receive the grade of WD, and during the 2nd half will usually receive the grade of F.

INCOMPLETE GRADES

Students may receive the grade "Incomplete" at the discretion of the Department Chairperson who will determine the deadline for completing the course requirements.

AUDITING OF COURSES

Auditing of courses will be permitted, without credit, according to the current fee schedule. Auditors may not change their status to that of a credit student after the first meeting of a course. Certificates of Auditor attendance will be issued upon request.

USE OF CREDIT

The time limit for accepting credits toward a graduate degree is seven years from the time course work at Saint Michael's College was initiated.

Full-time status is considered nine (9) credits during the fall and spring semesters and six (6) credits during the six (6) week summer session.

Saint Michael's Graduate programs are based on the Carnegie Unit of Credit.

GRADUATE POLICIES

DISCRIMINATION

Saint Michael's College believes in . . . and practices . . . non-discrimination. It does not, and will not in the future, discriminate against applicants for admission or for employment, students or employees on the basis of race, national or ethnic origin, color, religion, age or sex in the administration of its educational policies, employment practices, admission policies, scholarship and loan programs, and athletic or other college administered programs. Saint Michael's College practices non-discrimination in the context of its Catholic faith and heritage.

Applicants for admission as students, as well as applicants for employment and employees are protected from sex discrimination under the provisions of Title IX of the Education Amendments of 1972. The College Equal Opportunity Coordinator is located at Saint Michael's College, Winooski, Vermont 05404.

RECORDS

The academic records of students are in the custody of the Director of the Student Information Center/Registrar. These records are considered confidential and are managed generally according to the *Guide Developed by the Committee on Records Management and Transcript Adequacy of the American Association of Collegiate Registrars and Admissions Officers*. Transcripts of a student's work are usually released only at the request of the student. Academic information released concerning the students otherwise is generally limited to date of birth, dates of enrollment at Saint Michael's College and degrees earned here, home and local addresses, and verification of signature. The College adheres to both the spirit and the letter of The Family Educational Rights and Privacy Act. of 1974.

CHANGES

Saint Michael's reserves the right to change various prices and policies without prior notice. We will, however, make every effort to notify the public, or you, of significant changes.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 pertains to student educational records maintained by Saint Michael's College. The Act states that students, and parents of dependent students, can have access to their educational records and at the same time the Act protects the rights to privacy of students by limiting the transferability of records without their consent. The following guidelines are presented to assist all members of the Saint Michael's community to understand the provisions of the Act as they apply to Saint Michael's College.

I. College Policy on Student Access to Educational Records

All students and former students will have access to their educational records upon written request to the applicable office. Each office will comply with all requests within a reasonable length of time, but not later than forty-five days from the date of the written request. Educational records include academic records, confidential letters and statements.

Any written notation or updating to a permanent record that affects a student's academic standing, filed with the Registrar, becomes part of the student's permanent file.

Records not covered by the Act include any record received prior to January 1, 1975, financial records of parents, private notes of faculty and administrative officers, law enforcement records, and medical or psychiatric records. A physician or psychiatrist may review medical or psychiatric records if requested by a student.

Students may waive, in writing, access to recommendations and evaluations. A waiver must be filed with each individual office. The Act does not provide for blanket waivers of access to all educational records.

A student who requests access to an educational record is expected to present valid identification and to use good judgment as to the time and work problems of the office in which the records are maintained.

Students may request copies of any educational record at the cost of \$1.00 for the first page and 10¢ for each additional page per request.

II. College Policy on Release of Confidential Records

The college will not release any educational record concerning any student or former student, unless a written statement authorizing such a release is received from the student or former student. Exceptions to this policy are:

1. Faculty and staff members having legitimate educational interests in the record.
2. Authorized federal and state officials in the process of administering educational programs.
3. Requirements of administration of the Financial Aid Program.
4. Accrediting organizations in carrying out their accrediting function.
5. Parents of a dependent student.
6. Directory information (See III, below)
7. Organizations conducting studies on educational programs, provided that the identity of the student is not revealed.
8. In an emergency situation involving the health or safety of the student or other persons.

The college will advise all recipients of student records that only authorized persons may see the records. Each college office will keep a record of all individuals requesting or receiving student records except as noted in Item 1, above.

III. Directory Information

The college may, in the course of the school year, release to the public certain information regarded as directory data. If a student desires this information not to be publicized, he/she must request in writing on an annual basis that such information not be published. Saint Michael's College considers the following to be "Directory Information."

Name and Address	Dates of Attendance
Telephone Number	Degrees and Awards
Date/Place of Birth	Previous School Attendance
Academic	
Concentration	

IV. Hearings

A student may challenge any educational record that he/she feels to be inaccurate, misleading, or a violation of privacy. This policy does not apply to academic grades received for course work except when there is reason to believe that an error was made in recording grades to the transcript.

When a student desires to challenge a record, every effort should be made to resolve the question with the office involved. If this is not possible, the student must submit in writing to the coordinator of the Family Educational Rights and Privacy Act of 1974 a statement outlining the alleged inaccurate, misleading or inappropriate data or statement contained in the record. The coordinator will appoint an impartial college official who will conduct a hearing within 45 days of the written request. The results of the hearing will be transmitted in writing to the student and all other parties involved. The student may appeal the decision to the president of Saint Michael's College. The president's decision will be final.

The above policy statement is subject to amendment from time to time and is also subject to approval by the Board of Trustees.

Please send me further information and an application form:

Name _____

Street _____

City _____

State _____ Zip _____

Your telephone number () _____

AREA CODE

Possible Concentration _____

Date you consider beginning _____

Date of Bachelor's Degree & College _____

SAINT MICHAEL'S COLLEGE
WINOOSKI, VERMONT • 05404

MASTER OF SCIENCE IN COUNSELING

The Master of Science in Counseling (MSC) degree program is designed to prepare the student for the role of professional counselor in either a community or college setting. Emphasis is on the personal and professional growth of the student. The program of study is a blend of theoretical course work in Psychology and practical course work in counseling techniques, test interpretation, and community agency casework.

Applicants accepted into the program will be evaluated twice as they progress toward their degree. The first evaluation will come at the end of nine (9) hours of class work. At this time the staff will examine each student's grades, personality characteristics and judged motivation to pursue a career in Counseling. Students will either be accepted for degree candidacy or eliminated from the program on the basis of this evaluation. The second evaluation occurs at the end of twenty-four (24) hours of core course work. This will be a content oriented comprehensive examination covering courses taken plus a list of selected references chosen by the staff as important sources of information for counselors. Only those students successfully completing the comprehensive will be allowed to begin their internship. Only one retake of the comprehensive will be allowed. Failure of the retake will lead to automatic rejection from the program.

The Counseling Program at St. Michael's does not stress any particular specialty area. It is a general preparation for counseling in any community agency. It is also designed to prepare the student for further graduate work at the doctoral level.

In addition to the course work, all students must complete a supervised internship in an appropriate setting. The internship is a two semester, six credit, field training experience and is considered to be a very important part of the student's preparation. This is the only portion of the program which cannot be accomplished on a part-time or evening basis. For students who have a full-time job, provision will have to be made by students with their employers to allow time for the fieldwork. *No exceptions will be made.*

Each student may also elect to complete an independent project under the guidance of a staff member. This will be either a research thesis or a major paper. Further details will be provided at the appropriate time.

The degree program consists of forty-five (45) credit hours of graduate work. Thirty-six hours of this will be required course work (core courses);

the remaining nine (9) hours will be selected from the list of elective courses offered by the staff. All classes are given on the St. Michael's campus. Class hours are 4:30 p.m. and 7:00 p.m. weekdays. Some classes may be scheduled on Saturday mornings as needed. Each class meets one night each week for 2½ hours. To be considered a full-time student at St. Michael's nine (9) credit hours must be taken each semester.

REQUIRED COURSES (36 cr.)

1. Advanced General Psychology
2. Principles of Counseling I-II
3. Casework and Agencies I-II
4. Structure and Dynamics of Groups
5. Psychological Assessment
6. Human Growth and Development
7. Research and Evaluation
8. Internship and Seminar

ELECTIVES (Select at least three—9 hrs.)

1. Psychodrama Workshop
2. Drugs and Behavior
3. Family Counseling Techniques
4. The Counselor
5. Death, Dying & Other Separations
6. FEL Workshop
7. Independent Study

Applications to the program should be completed before May 15, for processing by June 1st. Students will be expected to begin in September.

ENTRANCE REQUIREMENTS

1. A.B.A. Degree from an accredited college or university with at least a 2.80 overall grade point average
2. Graduate Record Examination-Aptitude. (May be required by the department chairman in individual cases)
3. The following undergraduate courses:
 - a. General Psychology
 - b. Introductory Sociology
4. Two letters of recommendation from professional acquaintances indicating potential to pursue a graduate degree.

DEGREE PROGRAM

1. Forty-five (45) semester hours of graduate work
2. Independent study
3. A comprehensive examination
4. A 3.0 grade point average in all graduate work
5. A satisfactory evaluation by the practicum supervisor.

For further information write: Chairman, Master of Science in Counseling, St. Michael's College, Winooski, Vermont, 05404, Telephone (802) 655-2000, Extension 2577.

MASTER OF EDUCATION (M.E.D.)

The Master of Education Degree program at St. Michael's College is designed for educators interested in teaching or administration at the various levels of public and private education. Our program seeks to provide opportunities for personal growth in three areas: 1.) personal growth and development, 2.) improvement of teaching and/or administrative skills, and 3.) development in professional knowledge, etc. To accomplish this in a very personal and individual manner responding to the unique needs and goals of each student, a very close student-advisor relationship is recommended to facilitate the student's individualized program of study.

The program is humanistically oriented and places much of the responsibility for learning on the student. While each individual faculty member has his/her own philosophy, we do share some basic tenets. As educators we feel we must exhibit a trust in human beings, a trust that encompasses a willingness to accept the outcome of self-directed, self-actualizing processes, faith that people can successfully cope with the new demands of the future.

In planning their individual program, students may choose to select courses in a sequence that responds to their particular needs or interests, or students may choose to concentrate in curriculum, administration or reading.

Teachers who qualify for Vermont Teacher Certification and who follow the "Reading Concentration" usually qualify for Certification as Reading Teacher.¹ Likewise, teachers who qualify for Vermont Teacher Certification and who follow the "Administration Concentration" usually qualify for Certification as "School Principal."¹ It is also possible to obtain Vermont Secondary School Teacher Certification within the M. Ed program.

Courses are offered in the evenings and weekends during the Fall and Spring semesters. Also, during these semesters, some courses are offered in the daytime on the Winooski campus. Daytime and evening courses are offered during the summer semester.

(¹ Program approval in progress)

DEGREE PROGRAM PROCEDURE

1. Complete application and admission forms and requirements

2. Candidacy — approval of individual program — usually after six credits — compulsory before twelve credits
3. Complete at least 36 hours of Graduate Course Work
4. Comprehensive Examination
5. Graduation

All the procedures and required forms are contained in the "Graduate Student Handbook"

ENTRANCE REQUIREMENTS

An undergraduate degree (B.A., etc.) with a 2.80 G.P.A. Complete procedures as outlined on "Application for Admission (M.Ed.) Form"

SOME COURSE TITLES

Curriculum Development
Models for Teaching
Techniques of Teaching
Classroom Evaluation: Theory & Practice
The Open Classroom
Individualizing Instruction — Wksp.
Values Clarification
Humanistic Education
Teaching Reading in the Subject Areas
Analysis & Correction of Reading Diff.
Approaches to School Discipline
Group Interaction in the Classroom
Adolescent Psychology
Seminar in the Foundations of Current Educational Issues
Educational Research
Issues in Educational Administration
Leadership in Education
Elementary Education
Collegial Education
Workshops — Subject Areas
Workshops — Administration
Workshops — Reading
Directed Readings
Independent Study
Contemporary Education
Educational Law
The School Principal

For further information write or call: Chairman
Education Department, Saint Michael's College,
Winooski, Vermont 05404, Telephone (802)
655-2000, Extension 2577.

GRADUATE PROGRAMS IN TEACHING ENGLISH AS A SECOND LANGUAGE

St. Michael's offers three programs in Teaching English as a Second Language: a Master of Arts in Teaching English as a Second Language, an Advanced TESL Certificate Program, and a six-week Summer Institute in TESL.

The TESL Programs are designed for both prospective and experienced teachers of English as a Second Language. For the prospective TESL teacher, they provide foundations in TESL as well as a more rounded view of the field; and for the teacher who has taught ESL, they provide an opportunity for up-grading his skills and for enriching his educational and cultural background.

MASTER OF ARTS DEGREE IN TEACHING ENGLISH AS A SECOND LANGUAGE

This program consists of 36 semester hours of study (36 credits) and is organized around courses in the Teaching of English as a Second Language, courses in Professional Education, and courses in American Studies.

Students may complete the MAT Program in two semesters and one six-week summer session on a full-time continuous basis. The degree may also be earned over four or five six-week summer sessions or over two summer sessions and three or four semesters on a part-time basis. Students may enter the program in June, September, or January.

THE ADVANCED TESL CERTIFICATE PROGRAM

This program is an 18-credit sequence, is primarily an option within the full MATESL Program. It is of particular interest for those who do not wish to pursue a full Master's program or who have special training limits in mind. It is also available for special students who do not matriculate for an M.A.

The advanced TESL Certificate can be earned over three or four summer sessions or on a part-time basis over two semesters and one summer session.

THE INSTITUTE IN TEACHING ENGLISH AS A SECOND LANGUAGE

This program is given only in the Summer Session, is a six-week nine-credit professional program for native and non-native teachers of English as a Second Language. The Institute is part of the MATESL Program, it is, however, of special interest to those who may not wish to pursue a full Master's Degree program but desire a short-term training opportunity for special study of the phonology and syntax of English and of methods, procedures and techniques for Teaching English as a Second Language. Though the Institute has been designed with the short-term applicant in mind, it may be attended by those who wish to pursue a full Master's program.

The full-time staff for the TESL Programs is interdisciplinary, drawn from the Departments of American Studies, English, Education, and the Program in English for International Students.

The Program in English for International Students, which accommodates from 50 to 150 foreign students year round, has conducted Intensive English Training Programs since 1954. The Program maintains a specialized TESL library of several thousand items and has a modern language laboratory, as well as other audio-visual equipment. The faculty averages over 15 years of experience in teaching English as a Second Language with students from over 60 countries.

For particular admission criteria, course descriptions, and current calendar and fee schedule, consult the Graduate TESL Bulletin, or write to Director of Programs in English for International Students, St. Michael's College, Winooski, Vermont 05404. Telephone (802) 655-2000, Extension 2300.

MASTER OF SCIENCE IN ADMINISTRATION (M.S.A.)

This graduate degree program is designed to offer individuals opportunities for personal development in those knowledge and skill areas that are required to fulfill administrative responsibilities in government, industry, education, and public service. The premise of this program is that the fundamental skills of administration are highly interchangeable between the public and private sectors. Moreover, the present and likely continuing interdependence of government and business makes the understanding of these two related endeavors essential. It is our judgement that an educational experience with students from both sectors is important to the success of the program.

The program is especially designed for students who are already working full-time. Toward that end classes are scheduled in the evening and on weekends. Beyond this, the program, in both faculty and curriculum, stresses practical application.

Each student will follow an individually designed program of studies consisting of some basic and core courses. This is followed by course work and internships that are designed to meet the individual needs and goals of each student.

SOME COURSE TITLES

A. Qualifying Courses

- Basic Accounting
- Management
- Computer Science

B. Core Program — Select any four (4)

- Organizational Behavior and Development
- Personnel Management
- Financial Management and Analysis of Statistics
- Labor and Management Relations
- Government and the Private Sector
- Information Processing

C. Some Electives — Select any six (6)

- Local and Regional Planning
- Legal Issues in Administration
- Health Care Administration
- Administration in Non-Western Areas
- Educational Administration
- Case Studies in Administration
- Internship
- Directed Readings
- Independent Study
- Management Development Workshop
- Budgeting and Planning
- Resource Acquisition and Management
- Values in Management
- Marketing
- Case Studies in Labor Management Relations

ENTRANCE REQUIREMENTS

1. An Undergraduate Degree — with a 2.80 overall grade point average
2. Successful employment record

DEGREE PROGRAM

1. Thirty-six (36) semester hours of graduate work. Advanced standing may be granted in recognition of undergraduate major or work experience.
2. After 12 semester hours of graduate work file and have accepted a personalized program of studies.
3. During the last semester of course work follow the procedures for the Comprehensive Exam.

For further information contact: Chairman, MSA Program Saint Michael's College, Winooski, Vermont 05404, Telephone (802) 655-2000, Extension 2577.

THEOLOGY AND RELIGIOUS EDUCATION

This program started in 1962 and has a long and successful record. The core of the program is basically theological: Scripture, Systematics, Moral Theology and Liturgy. Within this core there is a full cycle in Old Testament and New Testament for those who wish to specialize in Scripture. A fairly wide choice of electives surrounds the core in order to allow students with their electives to choose courses to fit their needs, e.g., Audio-Visual, Pastoral Counseling, Spirituality, Psychology and Religion, Ministry to Youth and Adults, Eastern Religions, Family, Judaism, Protestantism, Women in the Church, etc. Two degrees are offered, Master of Arts in Theology (M.A.) and Master of Arts in Teaching Religion (M.A.T.).

The M.A. degree is designed for the same groups as the M.A.T., but especially for those involved in adult education, the training of teachers, the design of programs and for those contemplating doctoral studies.

MASTER OF ARTS IN THEOLOGY (M.A.)

30 credits, comprehensive exams in required areas, language, thesis.

Areas of Study

1. Old Testament Studies
2. New Testament Studies
3. Systematics
4. Moral Studies
5. Liturgical Studies
6. Four elective courses

INSTITUTES — The Conference on Rural Ministry was launched in 1979 and will be held each year.

WORKSHOPS — Usually scheduled before and after the summer session.

The M.A.T. degree, Master of Arts in Teaching Religion, is designed primarily to prepare students for teaching religion at the elementary and secondary school level, but also for those involved in adult education and for coordinators or directors of religious education.

Among many others our faculty includes or has included: Pierre Babin, Bernard Haring, Monika Hellwig, Morton Kelsey, Bernard Cooke, Wilfrid Harrington, Edward Kilmartin, Alexa Suelzer, Charles Gusmer, Godfrey Diekmann, George Tavad, Susan Muto, Leopold Sabourin, Terence Forestell, Margaret Brennan.

Courses are available in Summer Session only. They may be taken for the M.A. or the M.A.T. degrees, as special courses (i.e., credit but no degree desired), for auditing and for enrichment.

MASTER OF ARTS IN TEACHING RELIGION (M.A.T.)

36 credits

Areas of Study

1. Introduction to Religious Education
2. Old Testament Studies
3. New Testament Studies
4. Systematics
5. Moral Studies
6. Liturgical Studies
7. Five elective courses

RETREATS

For more information write: Graduate Theology and Religious Education, Saint Michael's College, Winooski, Vermont 05404. Telephone (802) 655-2000, Extension 2579, or Rev. Paul Couture, S.S.E., Chairman.

